

POSITION DESCRIPTION (Please Read Instructions on the Back)										1. Agency Position No.	
2. Reason for Submission		3. Service		4. Employing Office Location		5. Duty Station		6. OPM Certification No.			
<input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment		<input checked="" type="checkbox"/> New <input type="checkbox"/> Other		<input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field							
Explanation (Show any positions replaced)		7. Fair Labor Standards Act		8. Financial Statements Required		9. Subject to IA Action					
Standard MWR NAF PD		<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		<input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					
		10. Position Status		11. Position Is		12. Sensitivity		13. Competitive Level Code			
		<input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		<input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		<input checked="" type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 3-Critical <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive		14. Agency Use NAF			
15. Classified/Graded by		Official Title of Position				Pay Plan		Occupational Code		Grade	
a. Office of Personnel Management											
b. Department, Agency or Establishment											
c. Second Level Review		Human Resources Specialist				NF		0201		04	
d. First Level Review											
e. Recommended by Supervisor or Initiating Office											
16. Organizational Title of Position (if different from official title)						17. Name of Employee (if vacant, specify)					
18. Department, Agency, or Establishment						c. Third Subdivision					
a. First Subdivision						d. Fourth Subdivision					
b. Second Subdivision						e. Fifth Subdivision					
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.						Signature of Employee (optional)					
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that						this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor						b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)					
Signature _____						Signature _____					
Date _____						Date _____					
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.						22. Position Classification Standards Used in Classifying/Grading Position					
Typed Name and Title of Official Taking Action S. J. NEW Principal Classifier						OPM Job Family PCS Administrative Work in HR Management Group GS-200 Dec 2000					
Signature _____						Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.					
Date _____						Date _____					
23. Position Review						24. Remarks					
a. Employee (optional)											
b. Supervisor											
c. Classifier											
25. Description of Major Duties and Responsibilities (See Attached)											

NONAPPROPRIATED FUND POSITION DESCRIPTION

JOB TITLE: Human Resources Specialist **POSITION NUMBER** 01-0088

JOB SERIES: 0201 **PAY LEVEL:** NF-4

Summary of Duties:

Assists the Personnel Officer in a NAF Personnel Program. Direct responsibility may include any combination of the following personnel functional areas: employee relations, staffing/recruitment, wage/classification, employee development, labor relations, employee benefits, etc.

Provides expertise, guidance, consultation and support on a wide variety of personnel issues to management officials, supervisors and employees in the area of personnel management. Performs a variety of duties that require the application of the full range of personnel theories, principles, methods and techniques.

Advises and assists management on a continuing basis to find sound solutions to problems in support of personnel needs of the organization. Explores alternatives to accommodate management needs in the area of personnel administration. Disseminates factual information on which recommendations, decisions or other actions can be based; explains the basis for recommendations and actions. Responsible for preparing personnel directives, special reports and correspondence. Ensures that internal management control programs over personnel operations are in compliance with all current and applicable regulations.

Responsible for actively supporting the EEO program and communicating this support. Assists in the formulation and execution of budgets, goals and strategies. Ensures the highest standards of total quality and customer service are maintained. May supervise employees performing clerical and technical duties. Performs other related duties as required.

Performs other related duties as assigned.

Minimum Qualifications:

Four years of substantial personnel experience directly related to functional coverage of the position. Must possess a broad knowledge of personnel procedures, policies and practices. Must be skilled in written and oral communication. Knowledge of Navy/DOD NAF policies and procedures preferred.